

01-C-1913

(Do Not Write Above This Line)

A COMMUNICATION BY MAYOR BILL CAMPBELL

A COMMUNICATION APPOINTING MS. WENDY K. SCRUGGS-MURRAY TO SERVE AS A MEMBER OF THE CIVIL SERVICE BOARD. THIS APPOINTMENT IS FOR A TERM OF THREE (3) YEARS, SCHEDULED TO BEGIN ON THE DATE OF COUNCIL CONFIRMATION.

Committee _____
 Date _____
 Chair _____
 Referred to _____

First Reading

Committee

Date

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Other:

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CITY OF ATLANTA

BILL CAMPBELL
MAYOR

55 TRINITY AVENUE, S.W.
ATLANTA, GEORGIA 30335-0300
(404) 330-6100

October 31, 2001

President Robert Pitts &
Members of Atlanta City Council
55 Trinity Avenue, SW
Atlanta, Georgia 30335

Re: Appointment to the Civil Service Board

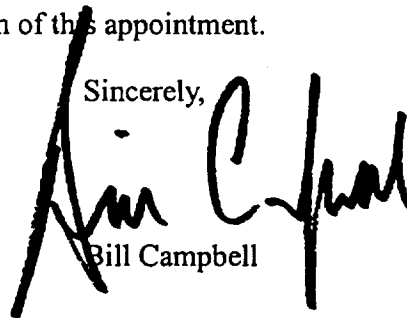
Dear President Pitts and Members of Council:

It is a pleasure for me to appoint **Ms. Wendy K. Scruggs-Murray** to serve as a member of the **Civil Service Board**. This appointment is for a term of three (3) years, scheduled to begin on the date of Council confirmation.

I am certain that Ms. Scruggs-Murray will serve the City of Atlanta with distinction.

I respectfully urge confirmation of this appointment.

Sincerely,



Bill Campbell

Enclosures

Wendy K. Scruggs-Murray

45 Atlanta Avenue, SE
Atlanta, Georgia 30315
(404) 627-8262

Objective

To empower economically distressed communities by drawing on my experience as a Community Economic Development graduate and inner city resident.

Technical Skills

Extensive training and experience in organization development, community planning, organization and grants management and marketing. Achievement-oriented team player with solid communication skills. PC experience in MSWord, MSWorks, Excel and PowerPoint.

Experience

7/1/97 - Present

Office Administrator
Smoak Designs, Inc.

Day to day operations. Responsible for all Public Relations and Marketing activities. New employee orientation, etc.

1/1991 - Present

Member, Community Redevelopment Board
Peoplestown Revitalization Corporation

Assisted with the development of the Strategic Plan, the Comprehensive Development Plan, and the Peoplestown Redevelopment Plan which was approved by the City of Atlanta, November 1996. Organized Beautification efforts and other Special Events. Served as member and officer of the Board of Directors.

4/1986 - 4/13/97

Business Manager / Special Events Planner & Coordinator
Parte' "The Ultimate In Party Planning", Atlanta, Georgia

Business Manager, Marketing. Sales, Theme Creating, Meeting Planning and Consulting. Coordinating the total event from original sales call to execution to payment. Payroll, Budget Planning and Fiscal Projections. Training and Supervision.

Education Background

1/1997

Masters of Science in Community Economic Development
New Hampshire College
Graduate School of Business
Manchester, New Hampshire